

The following information has been compiled to assist you. Please retain this document, read it carefully, and bring it with you when you come to Bellagio.

## VENUE

- The venue for the conference will be:  
**The Rockefeller Foundation**  
**Bellagio Center**  
**Sfondrata**  
**Via Garibaldi, 8**  
**22021 – Bellagio (CO) – Italy**  
**Contact Person: Nadia Gilardoni**  
**Tel: +39 031 955 250, Mobile +39 347 3354512**

## ACCOMMODATION

- Participants will be lodged at Bellagio Center Sfondrata on May 7-11, 2024. The Sfondrata is a 16th-century building with an adjacent tower and a dock house. It includes 22 single bedrooms with private baths, meeting rooms, a dining room, and informal gathering spaces.

## TRANSPORT TO/FROM AIRPORT

- Arrangements will be made for transport between Milan Airport and Bellagio Center in groups at a fixed schedule. Nadia Gilardoni will share final **pick-up time and the meeting point at the airport/or Hotel, soon.**
- **REPORT IMMEDIATELY SHOULD YOU NOTICE ANY DISCREPANCY IN YOUR FLIGHT DETAILS.**
- This journey is approximately 2 hours.
- The driver will be holding a sign **“ROCKEFELLER FOUNDATION BELLAGIO CENTER - SFONDRATA”** at the meeting point mentioned in the message that will be sent one week before the conference.
- Emergency numbers +39 347 3354512 (Nadia). Participants should **contact this number immediately in case of emergency, cannot find the driver, or have been delayed due to luggage loss or for other reasons.**
- **Delay to meet the group due to luggage loss.** In case of delay in meeting the group at the pick-up point due to loss of luggage, participants have to **inform**

**Bellagio Center (Nadia) immediately**, after which participants should proceed to the “Lost and Found” office in the airport, sign the form authorizing customs officials to inspect luggage and leave them the key(s) to unlock suitcase(s). In most cases, luggage will be delivered to the Center when it is found.

- Since offices at Bellagio Center will be closed on Saturday and Sunday (before the meeting begins), please contact [sfondrata@rockfound.org](mailto:sfondrata@rockfound.org) or [ngilardoni@rockfound.org](mailto:ngilardoni@rockfound.org) or by phone +39 347 3354512 (WhatsApp is also fine) to **inform of any last minute changes regarding your flights and/or pickups.**

## **CHECK-IN:**

- Should you decide **not to attend any meal**, please **inform** the Meeting Coordinator **one day earlier**.
- Please note that **you are responsible for hotel booking (in case you will stay outside Bellagio Center during or after the conference), reconfirming or changing your flights.**
- On arrival day, lunch and dinner will be provided

## **CHECK-OUT**

- On departure day, self-service continental breakfast will be available from 6 a.m.
- On departure day, participants are requested to **leave the room free by 8.30 a.m.** (before breakfast) and **leave the key inside the room**, or on your room door otherwise you will be **charged Euro 100 for replacement.**
- Should participants have used telephone and/or fax, please stop by the Meeting Coordinator’s office to settle the payment before departure.
- Please take important notes and documents with you. All papers left behind are disposed of.
- Bellagio Center encourages participants to be environmentally friendly and recycle unused materials.